



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



333 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802

WORKFORCE DEVELOPMENT BUREAU

MANAGEMENT OPPORTUNITY WORKFORCE DEVELOPMENT OFFICER (DEVELOPMENT DIVISION) (ONE-STOP CAREER CENTERS MANAGER)

THE POSITION

The position reports to the Manager of the Workforce Development Bureau/WIB Executive Director and is responsible for planning, organizing and directing the activities of the Development Division. Through a staff of twenty-six, the Division oversees the services side of the Bureau's One-Stop Career Center System, which includes its comprehensive Career Transition Center (One-Stop), the Youth Opportunity Center, the Center for Working Families, and the One-Stop Business Services Group. This division provides staff support to certain functions of the Workforce Investment Board.

EXAMPLES OF DUTIES

- Plans and coordinates services under the One-Stop Career Center System, including one comprehensive one-stop center and two specialized/satellite one-stop centers;
- Implements and manages effective employment service, job development and training strategies for youth, adult and dislocated workers;
- Designs and creates new opportunities for local and regional projects both internal and external to the Bureau and its One-Stop Career Centers;
- Leads business services strategies such as personnel assistance, Rapid Response and business retention initiatives, industry- and sector-based programs, and incumbent worker training programs;
- Assists with grant and other development applications to fund a variety of workforce development initiatives;
- Ensures relationships and opportunities with one-stop career center system partners are developed and maintained to maximize opportunities for residents and businesses;
- Oversees and manages day-to-day work of various sub-contractor agencies, including negotiation of deliverables and outcomes;
- Engages the community through various means of effective outreach to ensure wide participation among diverse residents and neighborhoods;
- Ensures accurate and timely data are aggregated and submitted to granting agencies and internal City Departments;
- Provides staff support to Workforce Investment Board sub-committees, including the Youth Council;
- Represents the Bureau and One-Stop Career Center system at a variety of local and regional meetings and forums;
- Performs other related duties as required.

THE ORGANIZATION

The Workforce Development Bureau is part of the City's Department of Community Development, along with agencies that include Redevelopment, Housing, Economic Development and Neighborhood Services. The Bureau serves as the grant recipient and administrative entity for all federal and state workforce development funds received by the City on behalf of the cities of Long Beach and Signal Hill, and provides staff support to the Greater Long Beach Workforce Development Board. As a local workforce investment area for federal funds, the City plans and implements numerous strategies toward developing and maintaining a skilled workforce for the business community. Toward the end, the Bureau oversees operations and services through three one-stop career centers and numerous service providers from industry, education and non-profit communities.

QUALIFICATIONS

Graduation from an accredited university or college with a Bachelor's Degree; five years of progressively responsible supervisory and administrative experience; strong working knowledge of government accounting and grant making systems, and excellent analytical, written and verbal communication skills. Progressive background and knowledge in workforce and economic development programs and in the federal workforce investment system is desirable.

SALARY

An initial salary placement will be from the mid \$70,000s to the low \$90,000s annually depending on qualifications. Increases are based on a merit pay plan.

SELECTION PROCEDURES

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until **4:30 p.m. on October 9, 2006**. Submit your letter of interest and resume to:

ATTN: Workforce Development Officer Recruitment (Development Division)
Department of Community Development
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired for further participation in the selection procedures or if you would like to request this information in an alternative format, please call Georgette Wittman at (562) 570-5799.

MANAGEMENT BENEFITS SUMMARY

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| <u>Vacation</u> | <ul style="list-style-type: none">• 12 days 1 year through 4 years of service• 15 days after 4 years 6 months• 20 days after 19 years, 6 months of service |
| <u>Holidays</u> | <ul style="list-style-type: none">• 9 designated holidays plus 4 floating personal holidays per year |
| <u>Sick Leave</u> | <ul style="list-style-type: none">• 1 day earned per month with unlimited accumulation• Conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits |
| <u>Executive Leave</u> | <ul style="list-style-type: none">• 5 days per year |
| <u>Bereavement Leave</u> | <ul style="list-style-type: none">• 3 days for death or critical illness of family member or domestic partner plus 3 days of accrued sick leave if needed |
| <u>Health Insurance</u> | <ul style="list-style-type: none">• Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan• The City pays all or part of the premium for employee and dependents depending on the health/dental plan selected |
| <u>Dental Insurance</u> | <ul style="list-style-type: none">• Two dental plans are available for employees and dependents |
| <u>In-Hospital Indemnity</u> | <ul style="list-style-type: none">• City-paid in-hospital indemnity plan for in-patient hospital stay |
| <u>Short-term/Long-term Disability Insurance</u> | <ul style="list-style-type: none">• City-paid short-term and long-term disability insurance benefits |
| <u>Life Insurance</u> | <ul style="list-style-type: none">• City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000 in addition to \$20,000 term life |
| <u>Disability</u> | <ul style="list-style-type: none">• City-paid short-term and long-term disability insurance |
| <u>Management Physical</u> | <ul style="list-style-type: none">• Annual City-paid physical examination |
| <u>Retirement</u> | <ul style="list-style-type: none">• California Public Employee's Retirement System (CalPERS) 2.5% @ 55 plan for new employees• Coordinated with Social Security• City pays a portion of the employee's contribution to CalPERS |

THE CITY

Long Beach is a full service City with a population of 490,166. The City employs approximately 6,000 full and part-time personnel. The City operates its municipally owned airport, harbor, marinas, oil, gas and water departments, as well as its own public safety, cultural, health, recreation and entertainment agencies. It has some of the best shoreline, marinas, and beaches in Southern California, enjoying 352 clear days per year, an average temperature of 63 degrees, and pleasant offshore breezes. The City also has good public schools and is the location of the largest California community college and State University that provide numerous undergraduate and post-graduate programs.

CITY VALUES STATEMENT

The City's business is service. We are committed to providing quality service to our diverse community in ways that are helpful, caring, and responsive. We believe that the success of our organization depends on teamwork, mutual trust, and honesty achieved through commitment to the following values:

- ♦ Participation by citizens and City team members in setting and attaining the City's goals
- ♦ Communication with one another and with citizens
- ♦ Courtesy in all personal relations
- ♦ Integrity in everything we do
- ♦ Loyalty to our community, to this organization and to each team member
- ♦ Innovation in meeting the present and future needs of the City
- ♦ Responsibility as a team for the efficient and effective delivery of services
- ♦ Pride in our work, in our dedication to public service and in being the best we can be

